



Lunenburg Public Schools

Loxi Jo Calmes
Superintendent of Schools

MEETING NOTICE **SCHOOL COMMITTEE WORKSHOP MEETING** **Wednesday, August 24, 2016** **LHS Collaborative Room #A130**

AGENDA

School Committee

Michael Mackin, Chair- present
Heather Sroka, Vice-Chair- present
Dawn-Marie Ayles, Secretary- present
Wendy Bertrand- present
Meredith Weiss- present

Superintendent

Loxi Jo Calmes-present

Recording Secretary

Liz Petersen

Student Representative

Guests

John Londa, Director of Facilities
Pete McCauliff, Athletic Director

Call to Order: Mr. Mackin called the meeting to order at 7:01pm.

Public Comment: None

Chair's Report: Mr. Mackin relayed that he attended the special town meeting for approval of additional school appropriation of \$36,740. This was due to funding that had been added to Chapter 70 after the elimination of the kindergarten grant. This translates to increasing the appropriation to the schools for this amount which required a budget adjustment that requires signature of the school committee. Superintendent Calmes indicated that there is a document for signature that shows the precise budget lines that are affected. Requires signature from committee to send to financial manager at Town Hall.

Review and Approve Warrants: warrants were on the table for signature. No line item transfers were presented.

Review and Approve Minutes:

August 10, 2016: Mr. Mackin asked for a clarification in the minutes of his statement regarding the adult education program. Wanted to reflect his thought that this program should be self-sustaining in nature per the original intent. Ms. Sroka asked to adjust the redundancy in the sentence that said "Onsite all students at extended day in after school activities..." Both adjustments will be noted within the minutes for approval at the meeting on September 7, 2016.

Superintendent's Report: Superintendent Calmes indicated that she checked with cable about televising meetings from new building. They relayed that they are waiting for new equipment to move in that direction. John Dextraze will let us know when they have the capability for this to happen. Still need to clarify whether future meetings can be live streamed or just recorded. Superintendent Calmes indicated that she needed more information about the audio. In the past the audio in taped meeting was poor. This is the same for the SBC meetings. Need to pay attention to audio quality, will speak further about this as a continued goal.

Superintendent Calmes indicated that Ms. Perry and Ms. Champaign completed interviews for the extended day coordinator position and are completing reference checks now. Ms. Ayles commented that the room's at THES for this had not been cleaned out yet and she was concerned with the timeline. The Superintendent stated that Mr. Londa's staff is working diligently to get this ready before the start of school.

A very positive new teacher orientation was held on 8/24. Mr. Sheasgreen is coordinating the teacher induction program again this year under a master teacher agreement. A new special education teacher, Jessica Walker, was hired to replace Brianna Lively at LHS.

Superintendent Calmes indicated that the administrative team will meet with bus company tomorrow morning. During this meeting she will review transportation police, bullying reporting, incident reporting, 51A referrals, and confidentiality. This year will have an additional route as a result of reconfiguration. Three daily runs have been reduced to two.

The Superintendent invited Mr. McCauliff to report on fall sign ups and waivers and replacement of track and artificial turf. Mr. McCauliff relayed that he had a lengthy conversation with the landscape architect regarding the line marking on the artificial turf field to ensure flexibility of use.

Ms. Steele, secretary to the Athletic Director compiled the numbers to date. Try-outs are scheduled for tomorrow for all sports and he anticipate there will be additional sign-up tomorrow. Football cheering: 10 girls turned in paperwork, expect 15-20. Cross country: 6 sign ups, expect approximately another 7, but can accommodate any number of students as there is no limit. Golf sign ups at 10 students, expect probably 12. Mr. McCauliff stated that Settlers Crossing allows us to have home matches, and rotate students if there is an overflow. Field hockey 40 girls signed up, 5 are 8th grade. 8th graders are not needed on the field-hockey team. Mr. McCauliff also indicated if there are 38 kids 9-12 all will make the teams. Mr. McCauliff noted that tryouts are valuable for 8th grade students even if they don't have the option of playing this year. He also is hopeful that next year we will be able to offer a middle school program. Girls soccer has 27 sign ups, hoping for 36-38. At this time it appears there is room for 8th graders in all other sports but field hockey and football. Football has 36 sign ups, normally around 50. Can't run a freshman team program right now, encouraged these students to continue playing in a youth program like the Bengals for now. The football participation is comparable to most districts our size with 34-40 students. Cheering LHS has been difficult to sustain. A few years ago had over 30 students participating.

Mr. Mackin asked about the contract for the replacement of the artificial turf and repair of the track. Mr. McCauliff relayed that he is hoping the contract will be awarded for the construction of field this week. The Town Manager is working on this with the landscape architect. There were two bidders. They are reviewing qualification of the bidders. David Warner, landscape architect who consulted on the new building project sent his opinion to the Town Manager for review. Material for the field itself was ordered and is being produced, takes approximately 2 weeks. All seams will be stitched. Many improvements have been made in artificial surfaces since our first field was installed. The field itself came in \$6,000 under the estimate for materials. Project will be well within our budget.

Arrangements were made to accommodate the loss of the artificial turf field during replacement. In addition to using Marshall Park, Doyle field will also be utilized. Mr. McCauliff ended by indicating when all complete we'll have one of the best facilities in central Massachusetts. Homecoming will be very exciting this year. Regarding field scheduling this is going well, only one school conflicting with field hockey and soccer. We cannot play varsity soccer games in Lunenburg. Oakmont was great, took all 4 teams on one day and a few other schools gave up their practice times so we could have boys games on one day and girls games on another. Have great relationships with other schools and they have been very accommodating.

Mr. McCauliff indicated he have fields lined and everything up and running tomorrow morning. There is a Field Hockey scrimmage at Monty Tech soon. There was a question as to how parents will receive information about 8th graders now. Mr. McCauliff had explained the process to people when they had signed up and a recent letter that went out with all the information. He will be at tryouts tomorrow an answer any questions. He again indicated that allowing 8th graders to attend tryouts even if there is no room, is still a valuable experience in his and the coaches opinions. Mr. Mackin commended Mr. McCauliff for being calm and understanding through this whole process as well as putting in a lot of extra time.. Also noted that we will have access to Doyle Field for first 3 football games as Leominster is away for first 3 games. Mr. McCauliff stated that the Director of Recreation was fantastic and accommodating when they had met a few times. They have also given time for walkthrough on Thursday for football team. The Superintendent acknowledged Mr. Londa and his staff for the clean up of the track and field and Mr. McCauliff for all the work he does as AD including lining the fields.

School Building Committee Report : Mr. Mackin met for construction meeting, on time and under budget. No change orders in last two meetings. Old LHS building has been fully demolished. Trees near TCP that frame the side of the building will remain. New drive will be ready for school opening. Parents will enter Massachusetts Avenue entrance for parent drop off loop. Superintendent Calmes added that we don't have the student parking yet. It was reported that every student that applied for parking space received one. Thanked Mr. Spadafino and all the administrators for efforts to accommodate as many student spaces as possible. Students have assigned parking at THES and Brooks House as well in the lot close to Oak Avenue. Reminded everyone that we are no longer charging bus fees, and hope this impacts the number of drop offs. Greenhouse foundation is complete, bringing in pieces to erect it. Long process, glazer to come in for glass, will then bring in electricity, heat and water. Hope by Thanksgiving will be complete. All parking added on side by old LHS is projected to be complete by Thanksgiving. New retaining wall under construction and is currently about 5 feet in height on the upper side. Outdoor classroom has started, expecting completion in the first week in October. Majority of cost of the outdoor classroom was donated by Powell.

New Business:

FY17 Capital Plan: Mr. Londa explained that he hasn't received notices from the Town as to when the capital plan is due, but this will initiate discussion. FY18-26 timeframe. FY17 had phone system, used truck from DPW, and funding for technology. FY18 had moved asbestos abatement and ceiling work, as this was not approved for FY17. Still have \$17,000 left from FY13. Abatement has been on the capital plan for a couple of years, capital planning committee would like to discuss how to deal with these large scale expenses in the future. Mr. Londa recommends this remaining on capital plan as spray on asbestos originally is now preventing any above ceiling work. This remains the highest priority in FY18. This summer redid administration space, central lobby and gym hallways at THES. Recommending \$36,000 in technology upgrades as the second priority. Third priority is fascia issues at the front of THES. Received quote for \$83,000 this summer for upgrades. This work would be a good candidate for the green communities grant, another lighting project would also be, which would save money on heating and lighting at THES. Had received \$157,000 previously in funding which will be expended mostly by October due to projects completed.

Would like to upgrade phone system, by FY19 would be 18 years old. Prudent to update, would be \$35,000 for FY19. In FY20 would like to do video surveillance system-interior and exterior to support ALICE concept. Would also like to include this at THES, but issue continues to be running cabling above ceiling due to asbestos.

Recommending possibly two shade structures on playground, canvas would be more cost effective but would have to take down in winter. Beyond this plan, looking in future to upkeep water heaters, and possible boiler replacement. Recommending moving forward with Primary school air conditioning for classrooms-2 large energy recovery units were placed with cooling coils when originally built, school has capability but to put air conditioning in but would need condensers on roof. No electrical or piping currently for this, which would be an extensive project costing \$300,000 to \$400,000. This is something to consider bringing on an engineer to scope out project to present to capital planning committee in future. Primary is a south facing building with warm temps in classrooms. Recommend through Dept. of Public Works to demolish the Passios portable classroom in FY18. This will cost approximately \$30,000. Roof is leaking badly, vandalism in last year, would remove liability to Town. Mr. Mackin asked for a re-cap of the fascia issue. Mr. Londa had asked for \$1,000 through the green community grant to investigate the leakage occurring. It was determined we were having leaking in front of building and ¾ inch gap. Had two different options priced. Rubber material has shrunk causing gaps. Mr. Mackin commented that the number one priority over the 3 year period should be to consider long term planning and timing of debt relief when the library, Primary school and public safety building come off. Committee asked Mr. Londa to consider spreading large projects out over a longer time period as they felt Capital Planning committee would be more receptive to this plan. Mr. Londa discussed the idea of bumping the phone system project in FY20 to a different year as well as some of the asbestos abatement. Ms. Sroka suggested shifting and instead of asking for \$300,000 in one year, ask for \$200,000 instead. The Superintendent and Mr. Londa will have a discussion with Mr. Henshaw, Town Attorney once school begins to facilitate the start of this discussion.

Old Business:

- a. FY17 School Committee Goals:

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Discussed last week and thought we would fine tune goals now. Question from Ms. Weiss in regards to six televised meetings, would this be annually for presentations? Superintendent explained that one would be for each school and then 2 more. Comment by Ms. Ayles that they were not looking to require extra work for teachers and students, rather this would be for highlighting projects and work that they were already doing. The Superintendent mentioned there was a lot to celebrate, will leave presentations to school and principal to decide what is appropriate. Will show examples of student work such as great books, robotics, etc. Special Services or Early Learning may want to do something as well. Added early learning to superintendent goals. Had a prior timeline of completion by March 2017, now due to budgetary timelines will adjust to the time period of December 2016. Number of students with disabilities needing pre-school is rising, need an intensive look at a 3rd pre-k classroom. Mr. Mackin asked if we could include dates in regards to #3. Superintendent will wordsmith document and include for action at the next meeting. Will begin student presentations in November, will be 20 minutes to a half hour long. This item will be placed near the beginning of the agenda as part of the Superintendent's report. Will speak to principals and will rework calendar. Superintendent recommended that the adult education program would be a nice role for an advisory committee. Will re-name if advisory chooses. Mr. Mackin thought idea of starting with an advisory made sense, and would help inform the work on the strategic plan. Mr. Mackin will bring a draft charge for this committee to the next school committee meeting. In regards to the strategic process, had included a date of May 2017 that was consistent with RFP so we would have time for selection, discussion, etc. Goal for next meeting is to have committee review RFP to comment on. Mr. Mackin would like to add a reflection as to the proposed outcome. Will change name of "strategic planning" to "strategic visioning".

b.FY17 Superintendent Goals: Discussed decision to choose a student to shadow in each one of the buildings for a day to get a sense of how a student's day feels. At this time will remove adult education piece from her goals due to the advisory and will instead just consult on the work of the advisory. Will re-work the strategic planning process to reflect this. Ms. Ayles commented that it is important to communicate with teachers and students that shadowing will be taking place so staff and students will be prepared. The Superintendent assured the committee that she would post her goals at the district website, tweet, and will send districtwide.

Public Comment: Ms. Luck again commented about her appreciation for the energy and engagement of the committee, as well as what this means for our schools and community.

Topics for Future Discussion: Sent information related to Lacrosse and what direction to go next with this discussion. Will make a future agenda item, and Mr. McCauliff will need to develop and deliver a proposed budget. Is there additional discussion needed? Mr. Mackin would like to speak about self-supporting vs. a budget created and develop some criteria around how this will happen. Part of this discussion should involve fees as well. This may relate to any sanctioned club that may or not be supported in budget such as music program. Currently student activity fee supports clubs. Will take a big picture look first and then develop specifics.

Ms. Weiss commented on a concern of a painted crosswalk from Oak Avenue to Highland St. Once you cross the blue line you go across the grass. Superintendent suggested that they should start with a discussion to the DPW first. Last year was first year stop signs installed in that location. Next meeting Ms. Ayles has conflict with Open House scheduling at the Elementary School, will be few minutes late. Ms. Sroka will not attend meeting. No problem with quorum.

Adjournment: Ms. Weiss motioned to adjourn, Ms. Ayles seconded. Adjourned at 8:29 p.m.